

**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF MISSOURI**

Announcement Date:	May 30, 2005
Position:	Court Technology Specialist
Starting Salary:	CL 25 (\$33,517 - \$41,910)
With Promotional Opportunity to	CL 27 (\$40,566 - \$50,708)
Closing Date:	Until Filled

POSITION SUMMARY:

The Court Technology Specialist is located in the United States District Court in St. Louis with full responsibility to the divisional offices in Hannibal and Cape Girardeau. The incumbent provides support for high tech court rooms, technical support services, including researching, and resolving computer and peripheral equipment, data communications, or software systems problems. The incumbent provides technical support to the Clerk's Office, Chambers, Probation Office and Pretrial Services Office. The incumbent is a member of the Information Services Division.

JOB REQUIREMENTS:

General knowledge of the functions and procedures of the court unit. Essential knowledge of theories, principles, practices and techniques of courtroom technology; computers and computer related equipment. Good knowledge with word processing, database, spreadsheet, and other software and ability to adapt to local use. Ability to perform routine and complex hardware maintenance. Demonstrated ability to implement, operate, and document data automation systems. Good communication skills both verbal and written. One year of progressively responsible experience in a related field is required. Bachelor's degree is preferred.

BENEFITS:

10 Paid holidays	Health Insurance Benefits (variety of plans)
13 Sick days per year accrued	Life Insurance
13 Paid Vacation days for less than 3 years of service	Long Term Care Insurance
20 Paid Vacation days for 3 to 15 years of service	Flexible Benefits
26 paid Vacation days 15 or more years of service	Federal Employee Retirement Plan
Family Medical Leave Act Provisions	Thrift Savings Plan with Investment Options

Position is subject to mandatory Electronic Funds Transfer participation for net pay.

HOW TO APPLY:

Submit Resume with cover letter to:	United States District Court Eastern District of Missouri Attn: Jeanne Pattrin (CTS) 111 So. Tenth Street, Room 3.300 St. Louis, MO 63102
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Equal Opportunity Employer